



KING COUNTY

DEPUTY CHIEF ADMINISTRATIVE OFFICER

KING COUNTY SUPERIOR COURT

Annual Salary Range: \$92,449 – \$116,490

Job Announcement: 04GF4596

OPEN: 9/15/04 CLOSE: Open Until Filled

WHO MAY APPLY: This position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C911** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

FORMS AND MATERIALS REQUIRED: A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room C911, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

WORK LOCATION: This position is located at the King County Courthouse (KCCH) in downtown Seattle.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday, 8:30 a.m. to 4:30 p.m.

PRIMARY JOB FUNCTIONS: The Deputy has responsibility for administrative aspects of the King County Superior Court and the Department of Judicial Administration and for interpreting and implementing the policies promulgated by the judges of the Superior Court.

- Coordinate operations of Superior Court to ensure effective and efficient achievement of Superior Court's goals and objectives in areas including case management, jury management, budgeting, personnel and facilities management.
- Serve as primary liaison between judges, the Chief Administrative Officer (CAO) and staff with other county departments and agencies requiring the establishment of open communication channels. Coordinate court operations with the Department of Judicial Administration Director and responds to inquiries from judges, staff, management and the public.

- Work with the directors in all court planning activities, including strategic planning, business and technology planning, space planning and facilities maintenance.
- Represent operational issues in court committees; provide staff support for judicial projects and various committees; present information to committees; participates in decision making processes regarding policy and procedures.
- Assist the CAO in the preparation of the Court's annual budget. Analyze expenditure trends and demands on services and resources. Direct annual review of department needs including staffing performance and workload volume changes. Make budget recommendations to the judges and CAO. Provide information to the County's Executive and Council budget analysts.
- Provide direction and input in determining job responsibilities, methods, and performance standards for Court senior management team. Work with various levels of management staff, prosecuting attorneys and judges on personnel issues such as complaints, disciplinary matters, grievances, legal suits, policy development and interpretation. Ensure that collective bargaining agreements reflect the labor management priorities of the Executive Committee and the judges.
- Provide an independent perspective and analysis on behalf of the CAO and the directors to the Presiding Judge, the Executive Committee, and the Judges.
- Serve as Acting CAO in his/her absence; make decisions and provides overall direction and guidance for all court employees, managers and directors.

QUALIFICATIONS:

- Minimum of five years experience in court administration, preferably in a large, complex urban jurisdiction court.
- BA degree; MBA, MPA, or JD degree preferred. Additional years of management experience beyond the required five year minimum may be substituted on a year to year basis in lieu of degree or masters level work.
- Experience working with elected officials and high level management.